1. **Introductions/Announcements:** Wiley and Nielsen shared the broad feedback from the WASC site visit which was primarily positive. Wiley expressed that one recommendation from WASC was to assess ILOs at the graduate level.

2. **Approval of agenda:** M/S/P (Wiley/Soules) approved the agenda.

3. **Approval of minutes:** M/S/P (Wiley/Zong) approved minutes from 3/23/2015 with amendments. 3 abstentions.

4. **Review of new and revised ILO documents:** Stein provided an overview of the updated critical thinking assessment report and revised critical thinking and written communication rubrics.
   - a. The Subcommittee reviewed and discussed the critical thinking assessment report. There were some questions about the data resulting in an action item for Nielsen to invite Fanny Yeung in Educational Effectiveness to the next meeting to provide additional clarification on the preliminary analysis of data and closing the loop recommendations in the report. The report will be forwarded to CAPR as an information item and posted on the ILO Subcommittee page.
   - b. The revised critical thinking rubric was reviewed and discussed. Stein shared key learnings about the rubric development process including the recognition that rubrics needed to be succinct, fairly simple, and clear without losing their meaning to be applied across disciplines and to a single assignment. The group discussed and recommended that rubrics and Blackboard Outcomes be more visible as assessment tools through Back-to-the-Bay workshops and by targeting programs up for review.
   - c. The revised written communication rubric was reviewed and discussed.

5. **Discussion of evaluator experience with ILO assessment in winter 2015:** Nielsen asked evaluators to share their experience with ILO assessment. Feedback on critical thinking included that some instructions did not ask for evidence and that some instructions did not seem “demanding” enough for quality of evidence. For written communication, some of the assignments were too long, and others could not be opened. These issues will be addressed in the next assessment collection in fall 2015.

6. **Setting of agenda for Spring 2015:** Nielsen recommended agenda items for Spring 2015 ILO subcommittee meetings:
a. Analysis of written communication data/suggestions for closing the loop: Fanny Yeung will be invited by Nielsen to present the written communications assessment results.

b. Collection of co-curricular data for diversity/inclusiveness ILO: Nielsen to invite Sarah Taylor or Diana Balgas to share Student Affairs’ process for co-curricular assessment.

c. Synthesis of CAPR 5-year reviews from 2013-14. (Postponed until fall 2015.)

d. Develop ILO public portfolio (Postponed until fall 2015.)

e. Other items: Nielsen suggested exploring approaches to include students more in assessment such as including a graduate writing assistant to help with ILO assessment and working with ASI for student volunteers. (Postponed until fall 2015.)

7. Adjourn 11:50 AM.

Respectfully submitted,

Julie Stein